



NEW ELECTRONIC FILING OPTIONS FOR BUSINESS TAXES

QUICK GUIDE TO *FAST-FILE*

Fast • Accurate • Secure • Available 24-hours a day, 7-days a week • Confirmation of Filing

- You can *Fast-File* your business tax returns electronically over the Internet or by telephone;
- You pick the time to file. *Fast-File* is available 24-hours a day, 7-days a week; and
- You will receive immediate confirmation that your return is filed.

You may use *Fast-File* to file the following returns:

Form CT-WH, *Withholding Tax Payment Form*

Form CT-941, *Connecticut Quarterly
Reconciliation of Withholding*

Form OS-114, *Sales and Use Tax Return*

Form OP-210, *Room Occupancy Tax Return*

To access the Connecticut Department of Revenue Services (DRS) *Fast-File* system, you must have a valid Connecticut Tax Registration Number and Personal Identification Number (PIN). When you use the *Fast-File* system for the first time, your PIN is the 5-digit ZIP code for your mailing address.

First time filers will be asked to choose another PIN. Be prepared to enter a new 5 to 8-digit PIN. Please keep a record of your new PIN.

Before accessing *Fast-File* on the Internet or by telephone, use the paper return DRS previously mailed you as a worksheet. Enter amounts in whole numbers. Do NOT enter cents or decimal points (exception: payments made with CT-WH may include dollars and cents). *Fast-File* will calculate the tax due for you.

If you owe tax, you must pay your tax electronically (direct payment or EFT). The first time you use *Fast-File*, you will be asked to provide banking information.

You must provide the bank routing transit number and your bank account number (sample check as shown below), and indicate whether the account is a savings or checking account.

Name of Depositor		No. 101	
Street Address		Date	
City, State, Zip Code			
Pay to the		\$	
Order of			
SAMPLE			
Name of your Bank			
Street Address			
City, State, ZIP Code			
092125789	091 025 025413	0101	
↑	↑		
Routing Number	Account Number		

You may elect to have the amount of tax due withdrawn from your bank account at a future date (but no later than the due date of the return). You will be prompted to enter the date you want to transfer the payment from your account to DRS.

Fast-File will prompt you to “sign” your return by entering your PIN. This becomes the legal signature for your return.

Fast-File provides you with a 9-digit confirmation number to verify your return is filed.

After you receive a confirmation number for your tax return, you have the option to file another return. If you choose to file another return, you go back to the beginning where you can choose another business tax return.

Keep your completed Connecticut business tax return(s) and any worksheets or other documentation with your records.
Do not mail the return(s) to DRS.

For additional tax assistance resources see back page.

NOW YOU ARE READY TO FILE

Access *Fast-File* by: Internet at: **www.drs.state.ct.us** and click on the *Fast-File* button, or telephone by calling: **860-947-1988**.

CONNECTICUT TAX ASSISTANCE

FOR TAX INFORMATION

- Visit the DRS Web site at:
www.drs.state.ct.us
- Call **CONN-TAX**:
1-800-382-9463 (toll-free from within Connecticut) or
860-297-5962 (from anywhere)

TTY, TDD, and Text Telephone users only may transmit inquiries 24-hours a day, 7-days a week by calling 860-297-4911.

Personal taxpayer assistance is available during business hours listed at right. Extended hours are offered January through April. Call Conn-Tax or visit our Web site for details.

- Write to:
Department of Revenue Services
Taxpayer Services Division
25 Sigourney Street
Hartford CT 06106-5032

FORMS AND PUBLICATIONS

May be obtained 24 hours a day, seven days a week by using any of the following resources:

- Internet
Preview and download forms and publications from the DRS Web site at: **www.drs.state.ct.us**
- DRS TaxFax
Call **860-297-5698** from the handset attached to your fax machine and select from the menu; or
- Telephone
From a touch-tone phone call:
1-800-382-9463 (toll-free from within Connecticut) and select **Option 2**, or
860-297-4753 (from anywhere).

WALK-IN OFFICES

For free assistance or forms, visit our offices from Monday through Friday 8:00 a.m. to 5:00 p.m. For pre-recorded directions to DRS offices call Conn-Tax. If you require special accommodations, please advise the DRS representative.

BRIDGEPORT
10 Middle Street
203-579-6251

HAMDEN
3074 Whitney Avenue, Bldg. #2
203-287-8243

HARTFORD
25 Sigourney Street
860-297-5962

NORWICH
2 Cliff Street
860-889-2669

WATERBURY
Rowland State Government Center
55 West Main Street, Suite 100
203-805-6789

STATEWIDE SERVICES

For information on statewide services and programs, visit the ConneCT Web site at **www.state.ct.us**

For questions about **federal** taxes, contact the Internal Revenue Service (IRS) at 1-800-829-1040.
To order **federal** tax forms, call 1-800-829-3676.

DEPARTMENT OF REVENUE SERVICES MISSION STATEMENT

The Mission of the Connecticut Department of Revenue Services is to administer the tax laws of the State of Connecticut and collect the tax revenues in the most cost effective manner; achieve the highest level of voluntary compliance through accurate, efficient, and courteous customer services; and perform in a manner which instills public confidence in the integrity, and fairness of the state's tax programs.

State of Connecticut, Department of Revenue Services
25 Sigourney Street, Hartford CT 06106-5032